

Behind the Password Information

Protected information not intended for the general public is located behind the password. To access the information listed below, after logging-in, click the gray tabs located on the left of the page.

My Contacts - Using the online directory (see *Lakeview Directory* below) you can add contacts from the Lakeview community into a personal address book.

My Groups/My Child's Groups - Lakeview's alumni are grouped by graduation year under *My Groups*. If your child participates in a sport, the information for that sport will be listed under "*My Child's Group*."

My Profile - Do *not* change your contact information or indicate what information is distributed about your contact information via this tab/link. Senior Systems is the primary software for contact information, so updates should be sent to Marie Chandler or you can click "*Edit My Profile*" link located under the section "*My Profile*" on right of the "*MY PAGE*" portal.

My Page - This page can be customized to show only the information you wish to see. See the separate tutorial to learn how to customize this page by deleting, adding and organizing content.

Lakeview Directory - The online directory is an up-to-date, password protected directory of all members of the Lakeview community. There are several online directory lists available: *All School*, *Alumni*, *Parents*, *Students* and *Teachers & Staff*. These lists can be filtered and/or printed. In addition, you have the ability to "add contacts" from the lists for future use in a private address book. See instructions below for more details.

Search - to search for words, phrases, etc. in the Lakeview website, click the *Search* tab located on the left of *My Page*.

How to Login

How do I login to the website?

PASSWORD: If you are *entering your password for the first time*, please use the one given to you for My BackPack. Then please change your password through the link below that takes you to My BackPack. If you do not have access to My BackPack, please contact the Communication Office (see contact information below).

TO LOGIN:

Parents: Log in using the same username and password you use for My BackPack. If you have forgotten it is typically FIRST.LAST name (ie: ROBERT.DOE); using your *formal* first name (ie: Robert NOT Bob)

Students: Log in using the same username and password you use for accessing campus computers and My BackPack. If you have forgotten it is typically FIRST.LAST name (ie: BOB.DOE); using your *preferred* first name (ie: Bob NOT Robert).

Faculty: Log in using the same username and password you use for Senior Systems/My BackPack.

Staff and Trustees (who are not parents): Your user name is typically FIRST.LAST name (ie: JOHN.DOE); using your *formal* first name (ie: Robert NOT Bob).

Alumni (who are not parents): If you graduated before 2011, use: FirstnameLastnameGradYr (ie: StevenSmith02); also note you should use your FULL FIRST name. If you graduated in 2012 or later years, use FIRST.LAST name (ie: STEVE.SMITH) - using your preferred name.

Alumni password: Please call or email the first time you wish to login.

After signing in, you will see personalized information, be logged into and be able to access My BackPack, search the constituent directory, and edit profile information such as phone, email, and mailing address.

Questions or problems, please **contact Sondra Berry** in the Communication Office at 770-531-2657 or [via email](#).